



DEFENSE FORENSICS AND BIOMETRICS AGENCY  
251 South 18<sup>th</sup> Street, Suite 244  
Arlington, VA 22202

OCT 22 2015

DAPM-FB

MEMORANDUM FOR: Defense Forensics and Biometrics Agency (DFBA)

SUBJECT: DFBA Standard Operating Procedures (SOP) for Combatant Command (CCMD) Support Requests for Identity-Related Activities Requiring Travel

1. References.

- a. *Global Force Management Implementation Guidance FY 2012-2013*, Nov 2011(S)
- b. Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*, as amended
- c. DoD Directive 5101.1, *DoD Executive Agent*, Sep, 2002
- d. DoD Directive 8521.01E, *Department of Defense Biometrics*, Feb 21, 2008
- e. Deputy Secretary of Defense Memo, *Authority to Collect, Store, and Share Biometric Information of Non-U.S. Persons with U.S. Government Entities and Partner Nations*, Jan 13, 2012

2. Definitions. Terms used in this Directive are defined in reference 3.b.

3. Purpose.

a. With terrorist acts and activities no longer confined to a specific area or theater of operations, additional measures and heightened awareness and vigilance are required to prevent and protect DFBA's work force in all global locations and critical resources from acts of terrorism. While there have been DoD-wide efforts to improve the defensive posture against terrorist threats, acts and actions, terrorist groups persist and continue to evolve. The purpose of this Standard Operating Procedure (SOP) is to adjust planning horizons to allow leaders time required for military decision-making processes and staffs to develop and implement support plans to mitigate risks. Striking a balance between available planning time, experienced leader decision making and managing risks is required when mission urgency does not provide adequate staff planning time.

b. This SOP prescribes the procedures for Combatant Commands (CCMD) to follow when requesting non-warfighting support which requires travel by Defense Forensics and Biometrics Agency (DFBA) personnel and to articulate responsibilities for

DAPM-FB

SUBJECT: DFBA Standard Operating Procedures (SOP) for Combatant Command (CCMD) Support Requests for Identity-Related Activities Requiring Travel

processing such requests. These procedures provide DFBA with a methodology and processing time to properly review, track coordinate and prioritize requests. These procedures were developed in coordination with Joint Staff (JS) J8, the designated JS lead for DoD Biometrics, and Headquarters, Department of the Army (HQDA) G-33, the responsible Army office for receiving and coordinating such requests.

#### 4. Applicability and Scope.

a. This SOP applies to all organizations and agencies requesting non-warfighting support that requires travel by DFBA personnel.

b. As Executive Manager of the Department of Defense (DoD) Biometrics and Forensic enterprises, DFBA collaborates with the joint and interagency communities and other mission partners to facilitate subject matter expert (SME) support. DFBA provides technical support based on coordinated and approved requests including, for example, card-scanning support, train-the-trainer, technical system support, auditing and other support requiring travel by DFBA personnel.

c. All agencies and organizations requesting DFBA support must coordinate this request with the respective Geographic CCMD (GCC) in the AOR for which support is required. Requests for DFBA support will flow through the CCMD Army Service Component Command (ASCC) to enter the HQDA G-33 request for support system. Service Headquarters requests will be coordinated directly through HQDA G-33, in accordance with paragraph 6.a. USSOCOM requests will be coordinated through USASOC to the HQDA G-33, in accordance with paragraph 6.b.

d. Requests for technical support which do not require travel by DFBA personnel should be handled in accordance with existing coordination agreements or by contacting DFBA Operations at (703) 571-0378.

e. This SOP does not apply to requests for warfighting requirements or to DoD military and civilian personnel conducting criminal investigations and activities. This SOP does not apply to requests for forensics support, which are coordinated through the Army Criminal Investigation Command process.

5. Procedures. Procedures in this section provide the Executive Manager the ability to synchronize biometrics activities and operations in adherence with fiscal responsibilities.

a. DFBA is an Army Field Operating Agency and requests for support are processed through Headquarters, Department of the Army (HQDA), G-33 channels of communication. As such, CCMD requests for support will process through Army lines of communication to enable efficient handling of each request. Biometrics support requests to DFBA will follow the process illustrated in Figure 1.

b. CCMD-staffed requests should be submitted no later than 60 days prior to

mission start date, in accordance with HQDA G-33 requirements.

(1) CCMD requests will include the information listed in Annex A and obtain the appropriate approval level, in accordance with Figure 2, before forwarding the requests through the ASCC to HQDA G-33 for action

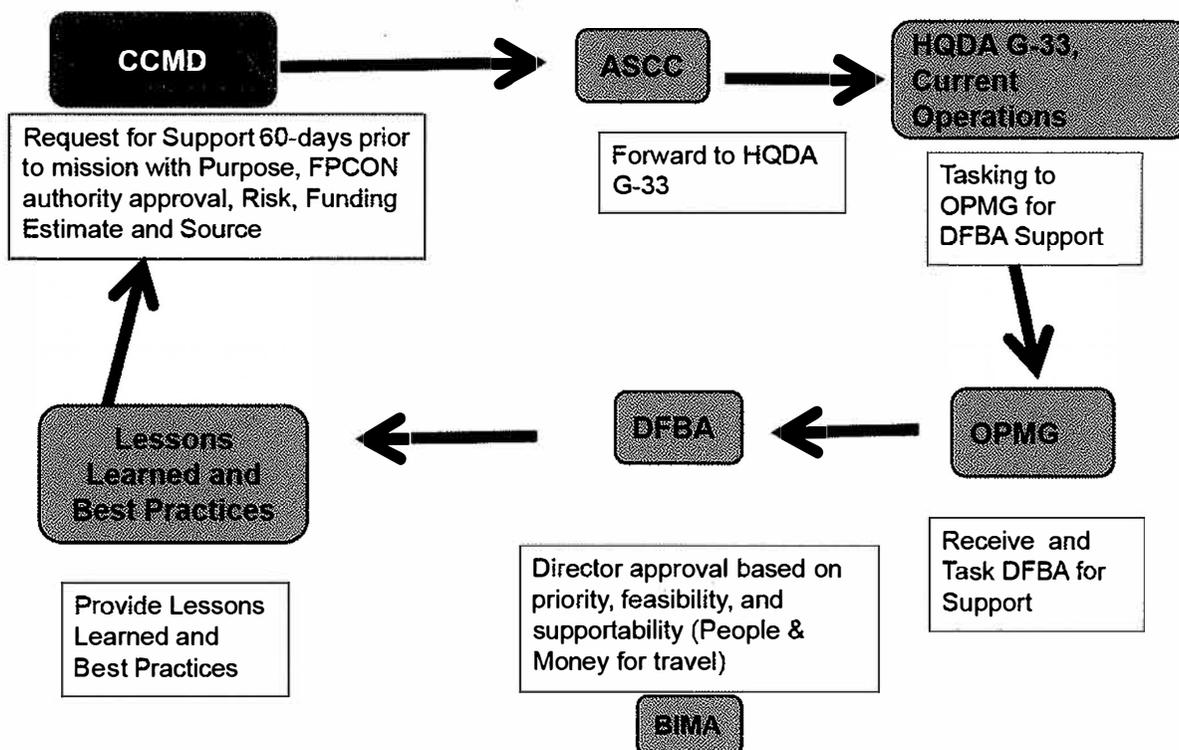


Figure 1. Support Request Process Flowchart

(2) Requests submitted inside established time windows (less than 60 days) will be either formal message traffic (AMHS) or an emailed memorandum (with approval-level signature in accordance with Figure 2) from the CCMD through the ASCC to HQDA G-33 and a copy furnished to the US Army Office of the Provost Marshal General (OPMG) and DFBA.

c. Approval authorities for requests are indicated in the chart at Figure 2:

NUMBER OF WEEKS NOTICE	CCMD APPROVAL LEVEL
Less than 30 days	1-Star Level
More than 30 days	O-6 Level

Figure 2. Support Approval Level Matrix

d. In emergent situations or exigent circumstances, requests to expedite will be coordinated with DFBA Operations to determine required actions and steps.

6. Responsibilities as identified by Joint Staff and HQDA G-33 processes:

a. Service Headquarters will:

- (1) Obtain the approval levels at Figure 2.
- (2) Provide the information on the template at Annex A.
- (3) Submit requests to HQDA G-33.
- (4) Participate in the coordination meeting.

b. SOCOM will:

- (1) Obtain the approval levels at Figure 2.
- (2) Provide the information on the template at Annex A.
- (3) Submit requests through USASOC to HQDA G-33.
- (4) Participate in the coordination meeting.

c. Other Requestors will:

- (1) Obtain the approval levels at Figure 2.
- (2) Provide the information on the template at Annex A.

DAPM-FB

SUBJECT: DFBA Standard Operating Procedures (SOP) for Combatant Command (CCMD) Support Requests for Identity-Related Activities Requiring Travel

(3) Submit requests to the CCMD in the AOR for which support is required using established processes and protocols.

(4) Participate in the coordination meeting.

d. Combatant Commands will:

(1) Submit request through the ASCC to HQDA G-33.

(2) Provide approval for the submitted information at Annex A.

(3) Document approval level for travel, in accordance with (IAW) Figure 2.

(4) Participate in the coordination meeting.

e. ASCCs will forward requests to HQDA G-33 IAW established processes.

f. HQDA G-33, DAMO-ODO Current Operations will provide formal HQDA EXORD tasking to the OPMG.

g. OPMG will provide formal HQDA EXORD tasking to DFBA.

h. DFBA will:

(1) Receive tasking, conduct staff planning and mission analysis.

(2) Schedule and conduct the coordination meeting (VTC or teleconference) with CCMD representatives and other supported or supporting partners.

(3) Coordinate mission support funding actions with the requestor.

(4) Determine technical feasibility, coordinate details for the request with the designated points of contact assigned to the CCMD staff and propose an integrated solution with the designated points of contact assigned to DFBA.

(5) Maintain a master database of operations and events.

(6) Provide OPMG situational awareness on biometric support through in progress reviews and mission/task assessments.

(7) Conduct approved travel in support of CCMD RFS.

7. Releasability: This SOP is approved for release within DoD components.

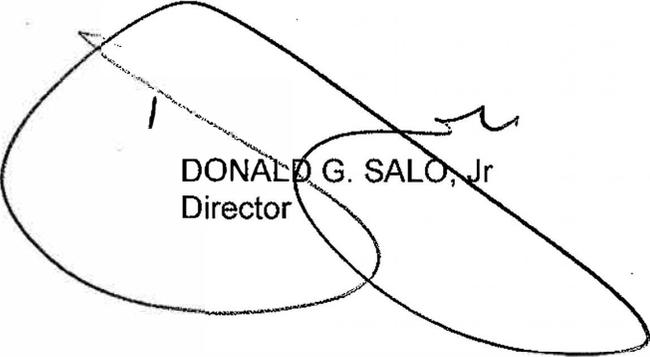
DAPM-FB

SUBJECT: DFBA Standard Operating Procedures (SOP) for Combatant Command (CCMD) Support Requests for Identity-Related Activities Requiring Travel

8. Effective Date: This SOP is effective on approval date and will remain in effect until parties involved agree to its update or suspension.

9. DFBA POC is Mr. Brian Hunt, DFBA Enterprise Engagement Branch Lead, at 703-571-0253.

Encl



DONALD G. SALO, Jr  
Director

CF:

United States Africa Command  
United States Central Command  
United States European Command  
United States Northern Command  
United States Pacific Command  
United States Southern Command  
United States Special Operations Command  
HQDA G33

ANNEX A –  
 CCMD REQUEST FOR DFBA SUPPORT TEMPLATE Instructions at A-2

<b>CCMD REQUEST FOR DFBA SUPPORT TEMPLATE</b>	
1. Name of Requesting Organization	
2. Date of Request	
3. Type of support required	
4. Support request justification with statement of risk to the organizational mission if not supported	
5. Dates of the Event	
6. Location of the Event	
7. CCMD Approval Level (see Figure 2)	
8. Department of State Coordination	
9. Cost of travel expenses to conduct the Support	
10. Funding Organization/Cite	

Instructions to complete ANNEX A, *CCMD REQUEST FOR DFBA SUPPORT TEMPLATE*

1. **Name of Requesting Organization:** Insert the Office Symbol name of the organization which originated the request, for example, *Air Force Component Command to SOUTHCOM: 12 AF/A6*)
2. **Date of Request:** Insert the date the request was forwarded to CCMD, for example, *02/09/2015*
3. **Type of Support Required:** Describe the tasks, for example, *Scan 1,000 Criminal Cards within 3 days*
4. **Support request justification with statement of risk to the organizational mission if not supported:** State the criticality of the task and the resulting risk if the task is not performed.
5. **Dates of the Event:** State the dates of the event, including travel, for example, *6 to 11 Apr 2015*
6. **Location of the Event:** Identify the country, and general location for use in determining the FPCON, for example, *Apiay, Colombia (CCMD FPCON level = B)*
7. **CCMD Approval Level:** IAW Figure 2.
8. **Department of State (DOS) Coordination:** For OCONUS missions the CCMD coordinates with DOS for Chief of Mission Approval. State the Point of Contact (POC) and Date of Approval.
9. **Cost of travel expenses to conduct the support:** State the cost of all travel expenses.
10. **Funding Organization/Cite:** Provide the organizational and technical POC funding the total cost of travel expenses.